

Specification of Competency Standards
for the Manufacturing Technology Industry
Unit of Competency

Functional Area - Operations Management

Title	Manage corporate daily operation
Code	106550L5
Range	This unit of competency is applicable to all corporations of Manufacturing Technology Industry. Practitioners should be capable to aster all kinds of resources and operational situation of the corporation, and properly deploy technical staff, materials, tools, equipment and other resources to properly manage the overall corporate daily operation of the established operating procedures
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand relevant knowledge of managing corporate daily operation</p> <ul style="list-style-type: none"> • Recognise all kinds of relevant manufacturing technologies • Recognise the applications of different tools and electronic systems on the daily operation management, such as notice boards, interactive displays, different tools within MS Office, Internet and instant messaging systems, such as QQ • Recognise the concept of visual management • Recognise different auxiliary computer systems in daily operations, such as Supply Chain Management system, (SCM) and customer relationship management system (CRM) • Understand the corporate development goals, mission, vision and core values • Understand the corporate development strategies • Understand the operational management functions, such as business strategic plan, organisation, leadership, control and decision-making • Understand the visual management and business operating conditions <p>2. Manage corporate daily operation</p> <ul style="list-style-type: none"> • Plan, coordinate and decide the corporate daily operations • Evaluate the risk of the corporate management system and deal with different emergencies • Coordinate with the corporate resources, apply different tools and electronic systems to improve the efficiency and effectiveness of the corporate management, such as place additional notices boards, labeled internal communication leaflets and al kinds of applications of electronic systems • Apply the practice of visual management in the corporate daily operation management • Reflect all kinds of problems encountered in daily operations to management, propose recommendations of continuous improvement on corporate management system <p>3. Professional handling of managing corporate daily operation</p> <ul style="list-style-type: none"> • Ensure that the corporate daily operation are able to meet the latest developments • During the corporate daily operation, prevent any misuse / misappropriation of corporate assets, corruption, fraud or extravagance etc • Follow the local laws so as to protect the interests of the corporation
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to apply and operate relevant expertise of operational management, effectively plan and execute corporate daily operation so as to strengthen the competitiveness of the corporation • Capable to evaluate and handle the risk and crisis in corporate daily operation, propose recommendations of continuous improvement on corporate management system

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